

# HOW TO RESERVE THE FLORENCE NATURE PARK EVELYN KALB GATHERING HOUSE:

1. Click on RECREATION
2. Click on the Nature Park & Shelter Reservation
3. Click on Evelyn Kalb Gathering House Calendar.
4. Click on to the month and date preferred.

If the date indicates "Pending or Reserved" the facility is **NOT** available to reserve.

If the date is clear (no wording) the facility is available.

5. Click on available date and complete online reservation form (This step immediately reserves your date pending deposit receipt within 3 business days)
6. Go to FORMS & DOCS download the Florence Parks Reservation Form and complete the form with your preferred date indicated.

7. Send completed form **with deposit payment** to:

- Bring to Florence Government Center at 8100 Ewing Boulevard Monday – Friday between the hours of 8:30 am – 5:00 pm.
- Via mail

- After the reservation is submitted your security deposit of \$100 is due within **3** business days. The Evelyn Kalb Gathering House is only reserved once a day. Failure to submit the deposit after day 3 will result in cancellation of the reserved date.
- The rental fee for a wedding and/or reception is \$300. This fee is due **one month** before your reservation date. Failure to submit rental fee one month before will result in cancellation of the reserved date however your security deposit will be refunded.
- The rental fee for meetings, parties, reunions, showers, etc. is \$100 and is due **one month** before your reservation date. Failure to submit the rental fee one month before will result in cancellation of the reserved date however your security deposit will be refunded.
- The Florence Nature Park also has a gazebo that can be reserved in conjunction with the Evelyn Kalb Gathering House. There is no rental fee required, however a park reservation form must be completed to reserve it.

## REQUIREMENTS:

- Renter must be 21 years of age or older.
- To inquire about information or date for rental, call (859) 647-5416
- Method of payment for the **Security Deposit** is Cash or Check only and will be returned after the reserved date barring no damage incurs to the facility.
- Methods of payment for the **Rental Fee** are cash, check, money order and the following credit cards Visa, Master card, Discover & American Express. Debit cards are not accepted.
- The Gathering House cannot be left unattended after City staff has opened, checked the facility and reviewed closing procedures. No key is provided.

## HOW TO RESERVE THE FLORENCE NATURE PARK GAZEBO:

1. Click on RECREATION
2. Click on the Nature Park & Shelter Reservation
3. Click on Nature Park Gazebo Calendar.
4. Click on to the month and date preferred.

If the date indicates "Pending or Reserved" Gazebo is **NOT** available to reserve.

If the date is clear (no wording) the facility is available to reserve.

5. Click on available date and complete online reservation form. (This step immediately reserves your date pending Florence Parks Reservation Form receipt within 3 business days)
6. Go to FORMS & DOCS download the Florence Parks Reservation Form and complete the form with your preferred date indicated.
7. Send completed form **without payment** to:
  - Via fax to (859)647-5438
  - Bring it to the Florence Government Center at 8100 Ewing Boulevard Monday – Friday between the hours of 8:30 am – 5:00 pm.
  - Via mail

**NO FEE IS REQUIRED FOR THE GAZEBO RESERVATION.** A reserved sign in your name will be placed at the gazebo.